

Position Description



1. General Information

Position Title:	Trainee Cardiac Sonographer
Division/Department:	Cardiac Diagnostic Services
Position Reports to:	Chief Cardiac Sonographer
Enterprise/Individual Agreement:	Health Professional 2022
Classification/Grade:	Cardiac Sonographer Trainee year 1
Location:	Richmond
Employment Status:	Permanent full time
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	
Key Relationships - internal and external	Chief Cardiac Sonographer, Clinical Director CDS

2. Overview of Epworth HealthCare

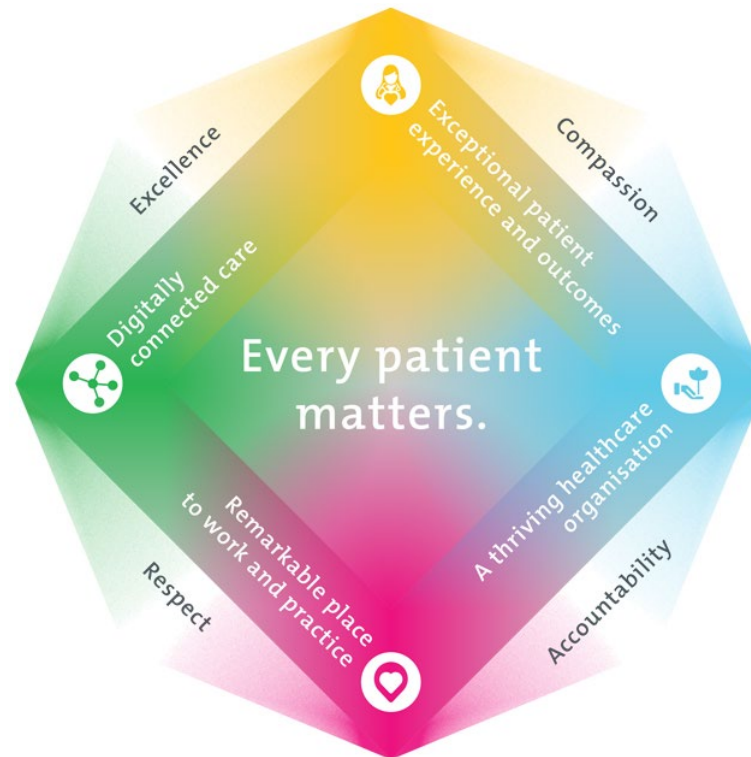
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

Working with a great team of fellow professionals, in a friendly and supportive environment, the trainee Cardiac Sonographer role in CDS entails the following services for in-patients and out-patients of Epworth Richmond:

Using available technology and following internationally recognised (ASE) guidelines, under supervision train to be able to competently perform and provide:

1. Transthoracic cardiac ultrasound scans (echocardiograms) of high diagnostic quality
2. Imaging and ECG monitoring for stress echocardiography
3. Assistance to the CDS nurse and cardiologist during transoesophageal echocardiography
4. Imaging as needed as a procedural adjunct e.g. pericardiocentesis, structural heart interventions
5. Taking part in the rostered on-call out-of-hours echo service once deemed competent
6. Holter monitoring and ambulatory blood pressure monitoring placement and interpretation
7. Undertake training in cath lab

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Under appropriate supervision, perform transthoracic echocardiograms on out-patients and in-patients, including bedside echos and as adjunct to other cardiac procedures, eg during pericardiocentesis</p> <p>Recognition of limitations and seek guidance from clinical supervisor as appropriate</p>	<p>Follow set guidelines and produce work of the highest possible standard as per unit protocols</p> <p>Maintain workflow expectations, according to patient diary booking system and relative to skill level</p> <p>Adapatability to work in areas outside CDS</p> <p>Safe practice consistent with CDS expectations and Epworth values</p>
<p>Under appropriate supervision, perform the imaging and stress ECG component of stress echocardiograms</p>	<p>Ability to acquire pre- and post-exercise image datasets as per unit protocols</p>
<p>Maintain and update skill sets as appropriate and progress to successful completion of ASAR-accredited qualification in cardiac sonography</p>	<p>Progressively gain skills and successfully progress through course of study. Maintain ASAR accreditation, and apply new techniques and methods as per CDS protocols</p>
<p>Effective communication skills, both oral and written, regarding initial results</p> <p>Ability to recognise findings and initiate urgent medical involvement</p>	<p>Correct data entry into reporting software</p> <p>Appropriate alerts to medical staff as required</p>

Empathetic patient interaction skills	Ensure patient comfort and safety at all times and promptly address any concerns
Participate in echo on-call service once qualified as AMS	Availability and flexibility
<p>Customer Service – Staff</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner
<p>Safety and Wellbeing – Staff</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> Undergraduate science degree or equivalent Agree to undertake and complete post graduate studies in Cardiac Sonography <p>Desirable</p>
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> At least 2 years experience in clinical setting <p>Desirable</p> <ul style="list-style-type: none"> Previous knowledge/ experience as a cardiac technologist (holters, ABP, cath lab etc) Previous exposure to Cardiac Ultrasound
Required Knowledge & Skills	<p>Essential</p> <p>Desirable</p> <ul style="list-style-type: none"> Knowledge of echo imaging techniques Knowledge of indication for and procedure of transoesophageal echo Knowledge of a broad range of cardiac pathology Knowledge of echo findings encountered in disease
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> Compassion 	<p>Essential</p> <ul style="list-style-type: none"> Well-developed communication skills working within the team and with other health professionals Empathetic patient interaction skills Being flexible, reliable and punctual <p>Desirable</p>

Position Description



<ul style="list-style-type: none">• Accountability• Respect• Excellence	
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
10/06/2025	10/06/2025	Jonathan Downie, Chief Cardiac Sonographer

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____